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**SJBSM GRADE APPEAL POLICY****POLICY**

The SJBSM grade appeal policy states that a student may appeal a course/clerkship final grade or final summative evaluation within ten (10) business days of receipt of the final course/clerkship grade. This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

**First Level of appeal:** The first appeal is to be course coordinator or clerkship director who will review the concern and make a final decision of the request. This appeal must be made in writing and contain a concise written statement about the basis of the appeal. The student will be notified in writing of the decision of the course coordinator or clerkship director within ten (1) working days of the initial appeal.

**Second level of appeal:** The student may choose to appeal if not satisfied with the initial decision of the course coordinator or clerkship director to the Chair of the Academic Department, who will review the decision and notify the student in writing ten (10) business days of receiving this appeal. In the case of non-department courses, the appeal should be made to the Associate Dean of Biomedical/Clinical Sciences. Such Dean may choose to decide the case personally, or may appoint an ad hoc committee shall have the authority to investigate the matter fully and request material from the student and instructor. The committee will proceed from the presumption that the course/clerkship grade was justified; the burden of proof shall lie with the student. If the Dean/or the ad hoc committee finds that the original grade was issued in error, the grade will be changed.

**Final level appeal:** If the concern is not reconciled after this process, the student may bring the concern to the President/Dean who will have the final decision. The President/Dean of the School of Medicine may not be appealed any further by the student.

**EFFECTIVELY:**

This policy contained will be effective immediately.



DR. YOCASTA BRUGAL  
PRESIDENT/DEAN

Approved: May, 2018